
Procedure:	Copy Center and Pub Center Service to Student Groups	Reference No.: 4.5
Authority:	College President	Cross Reference: Policy 1.2
Approved:	July 22, 1992	
Revised:		

1. The College's Publication Center and Copy Center provide no charge services to student clubs, organizations, and teams only when a significant off-campus audience is involved or when the request for service involves a clear public relations element.

In all cases the request for service will be submitted by the responsible administrative office (Athletic Director or Student Activities Director).

In the event of any disagreements or work load problems, the issue will be resolved by the Vice President for Student and Economic Development.

2. All student club/organization/team requests for copying services (for an internal audience project) should be submitted to the Student Activities or Athletic Director. If either director determines that the request exceeds the capacity of their duplicating equipment, he/she should bring the project to the College's Copy Center.

Each year the College will bill the appropriate office for paper and equipment use.